



RIVER LUGG INTERNAL DRAINAGE BOARD

MINUTES OF THE BOARD MEETING HELD ON 19 APRIL 2018 AT 10.30AM AT THE 7Y BUSINESS CENTRE, LEOMINSTER

PRESENT:

Board Members:

Mr Charles Pudge – Chairman
Mr John Smith – Vice Chairman
Lord Cawley
Ms Zita Chilman
Mr Stephen Dale
Mr Malcolm Davies
Mrs Noorissa Davies
Mr Nick Helme
Major James Hereford
Mr James Makin
Mr Kenneth Mitcheson
Mr Geoff Sparey
Cllr John Hardwick
Cllr Felicity Norman
Cllr Roger Phillips
Cllr Bruce Baker
Cllr Sebastian Bowen

HOOPLE LTD OFFICERS IN ATTENDANCE

Ms Audrey Clements – Responsible Finance Officer (RFO)
Ms Adrienne Davies – Clerk to the Board (CB)
Mr Les Harrison – Area Engineer (AE)
Mrs Liz Chandler – Deputy Clerk to the Board (LC)

APOLOGIES FOR NON-ATTENDANCE

Apologies were noted from Board members; Ms Sarah Olney, Mr Richard Corbett and Duncan Trumper of Hoople Ltd.

18/001 DECLARATION OF INTERESTS

Mr J Makin declared an interest in the watercourse adoption at Wellington Marsh.

18/002 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced the work on reconstituting the Board is still ongoing.

18/003 CONFIRM THE MINUTES OF THE MEETING HELD 18TH JANUARY 2018

The minutes of the last meeting were approved as an accurate record.

18/004 MATTERS ARISING FROM THE MINUTES

The Clerk to the Board, Adrienne Davies informed the Chairman the Annual Maintenance Programme is available on the RLIDB website and letters regarding the management of the Curl Brook system have gone out to the rate payers.

18/005 REPORT OF THE AREA ENGINEER/ENGINEER TO THE BOARD INCLUDING RAIN FALL DATA

The Area Engineer (AE) presented some photographs alongside a verbal update of the maintenance work. During the period under review, work had frequently been disrupted by frequent spells of wet weather and snow restricting site access and productivity.

The AE reported clearance of fallen and insecure trees on the Little Lugg between Wyatt and Sutton Walls with de-weeding and management of bank-side vegetation carried out on the Berrington system from its outfall to Eye.

It was noted that during the recent bad weather there were no reports of any properties flooding from any watercourses maintained by the Board.

The AE reported outturn expenditure as at 31 March 2018 of £141k, against an annual budget of £147k.

Environmental Works

As part of the environmental improvement work, 200 young trees have been planted and 18 mature willows pollarded as part of the Berrington works.

Watercourse Adoption

The AE reported a request had been received by a land owner asking the Board to adopt a watercourse at Auberrow. It was noted that the watercourse is currently in poor condition and requires to be put in good order before adoption is considered. The AE recommended that he should meet with the two landowners concerned with a view to seeking agreement to them sharing the cost of the required works, with a possible contribution from the Board in consideration of the likely reduction of flood risk to five nearby dwellings.

Following discussion, it was that the Board should make a contribution towards the cost and in due course consideration would be given to adopting the watercourse.

Abstraction Licences

Members discussed the letter received from the Environment Agency regarding the requirement that the Board must submit applications for various abstractions within its district at a cost of £1500.00 per licence, with an additional annual maintenance fee.

Following discussion it was determined that no applications should be made at this time.

Wormbrook/Allensmore De-maining

The AE informed Members that a timetable of actions had been agreed with the Environmental Advisor in order to satisfy the requirements for furtherance of the de-maining application. The revised Policy Statement on Flood Protection and Water Level Management and Land Drainage Consent application form were presented and approved. Both will be substituted for the current versions on the web-site.

Other actions are proceeding as planned.

Land Drainage Consents

No applications have been received during the period.

Rainfall Figures

The rainfall figures were appended for information. The AE thanked Richard Corbett and the Environment Agency.

Spraying Assents

The AE advised that it is necessary for assent for spraying watercourses must be renewed every 3 years. However, rather than a single application to cover the Board's area, this year the Environment Agency has insisted upon 12 separate applications with the likelihood of the requirement for future annual renewals.

Planning Matters

The following planning matters were noted.

- PR2017-0011 – P174395/F
19th December 2017
Land to the East of the Rambles. Shelwick. Hereford
- PR2018-001 – P174722/PA7
Land at Chapel Lane. Bodenham. Hereford

May Inspection

The provisional itinerary and menu was tabled for the inspection day on 17 May 2018.

18/006 FINANCE REPORTS

Finance Covering Report

The Responsible Finance Officer (RFO) reported the final outturn position as a deficit of £25k for 2017/18. It was reported this was due to spending less on maintenance as originally anticipated.

The RFO reported the current collection rate stands at 91% and is slightly better than the previous year.

The RFO agreed to include more detail for the next board meeting regarding the outstanding aged rates.

Annual Report and Accounts

The RFO tabled the draft annual report and accounts 2017/18 reporting that a final set of accounts will be available at the Board meeting in July. The RFO requested approval from the Board for the Chairman to sign the Annual Governance Statement. The Board unanimously agreed and the Chairman signed the Annual Governance and Accountability return.

Rate Book

The Board unanimously agreed for the Chairman and the Clerk to sign the rate book for 2018/19.

Schedule of Bills

The Chairman commented that the expenses on the contract for John Meredith seems to be a lot less than management fees that is required in order to for the Board comply with all the governance needed.

The Board unanimously agreed to the Chairman signing the schedule of bills.

18/007 GENERAL DATA PROTECTION REGULATIONS (GDPR)

AD provided an update on the GDPR actions since the January board meeting. AD requested approval of the Document Retention and Disposal Policy from the Board. The Board unanimously agreed to the policy.

AD advised that privacy notices have been updated and have since received information from ADA that they are going to send through a model of privacy notices. Next year bills will go out with the privacy notice on.

AD to publish the already drafted Privacy notices on the River Lugg website.

AD also updated the Data Protection Policy for the approval of the Board and the Board agreed to appointing AD as the Data Protection Officer.

18/008 RISK MANAGEMENT

The Board reviewed the risk register and AD advised there were no substantial changes since the last meeting.

18/009 HEALTH AND SAFETY

AD reported there were no Health and Safety concerns to report. The next H&S meeting with merediths has been arranged for May.

18/010 RIVER LUGG IDB WEBSITE

AD outlined a proposal for the Board to consider Hoople's web team redevelop the RL website. AD confirmed there would be no cost involved as it would be done as a staff development opportunity for the team.

The Board unanimously agreed.

18/011 ANY OTHER BUSINESS

- **ADA Eel passage research funding**

The Board considered a letter received from ADA regarding funding towards the Eel passage funding and decided not to fund.

DATE OF NEXT MEETING

19th July 2018 at 10.30am - 7Y Business Centre, Leominster, HR6 0NX

